

## **POLICE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highest ranking position in the police department, the primary responsibility of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations and for management of personnel. The employee of this class plans and directs systems to provide law enforcement and crime prevention services for the community and provides for all support functions for these operations, including producing and maintaining records, developing a crime prevention program, and performing public relations duties. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor who reviews and oversees the work of this class.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure and organizing personnel to provide law enforcement services for the community. Reviews incoming communications, handling matters personally or assigning them to the appropriate subordinate. Reviews existing or proposed legislation, regulations, ordinances, and court rulings to determine if changes in department procedures are needed.

Establishes a system of line inspections to exercise control through the processes of observation and review by supervisory personnel. Establishes an internal affairs review process to investigate violations of conduct for department members. Maintains a balance of meeting employee needs while not jeopardizing organizational goals.

Prepares a departmental operating budget, including collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning the development and maintenance of departmental records. Supervises the preparation and maintenance of the records and

reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping records.

Compiles, organizes, and analyzes data needed and writes reports required to document department activity. Writes letters in answer to written or oral requests, or as required to handle needs of the department. Writes public service announcements or prepares news releases, newspaper articles, or any other official department position statement for publication.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Makes speeches before school or civic groups, or delivers talks, lectures, or demonstrations as part of the department's public education program. Serves as department representative to the news media. Answers inquiries or handles complaints from the public about the operation of the police department. Determines target areas for crime prevention or public education efforts.

Supervises subordinate employees, reviewing work to be done and delegating assignments, outlining responsibilities and setting both long term goals and task priorities, and monitoring the work pace and progress of assigned jobs. Inspects the appearance of personnel to insure that this meets departmental standards for safety and propriety. Trains subordinates in safety and takes steps necessary to control accidents. Sets work schedules and approves leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems, and handles employee complaints and grievances. Maintains discipline.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources.

Plans, organizes, and directs the law enforcement operations of the department, including patrol and general law enforcement activities, traffic control and traffic accident investigation, criminal investigation, special tactical operations, handling of juveniles, and management of the jail.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.



After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

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